



**PUBLIC WORKS DEPARTMENT, MAINTENANCE DIVISION
INVITES APPLICATIONS FOR:**

GROUNDSKEEPER

**Compensation (113): \$2,779 to \$3,557 per month with full benefit package
This non-exempt position is in the AFSCME represented bargaining unit.**

RECRUITMENT CLOSES: April 8, 2015

THE POSITION

The Groundskeeper works under the direction of the Public Works Superintendant or the Public Works Supervisor. The Groundskeeper may receive work guidance from Facility Maintenance Lead, Utility Lead, Utility Technician 2 or Utility Technician 1. This person may encounter exposure to biological, chemical, electrical, mechanical and noise hazards. The use of personal protective equipment appropriate to the hazard will be provided and required.

TYPICAL DUTIES

Mows and maintains City facility grounds, landscaped areas, parks, open space, easements and street right of ways. Performs planting, pruning, seeding, fertilizing, top dressing, soil conditioning, water and weed control of city grounds, including trees, shrubs, lawns and flowers.

Installs, maintains and repairs sprinkler systems, sprinkler lines and heads.

Inspects, washes, paints, repairs and performs routing maintenance of drinking fountains, trash receptacles, benches, shelters, fences, flagpoles, banners and other street/outdoor furniture.

Maintains and adjust specialized turf and grounds care equipment and tools, including electric motors, blowers, pumps, sprinklers, tractors and mowers.

Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, pressure washer, buffers and other listed equipment as needed.

Collects and disposes of solid waste from around buildings and grounds; picks up litter from premises.

Assists in the construction of new open space facilities, including clearing, grading, drainage and foundation work.

Provides heavy lifting (e.g. up to 25 pounds and occasionally lift and/or move up to 100 pounds) for the various City departments.

Maintains a variety of records relating to grounds keeping and maintenance activities, pesticide application data, work orders, irrigation schedules, etc.

As a Groundskeeper in the Public Works Maintenance Division, you are considered "First Response" essential personnel, which means that in the event City offices are closed due to inclement weather, etc., you are still required to report to work for your scheduled shift, as well as any overtime or extra hours required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

SPECIAL REQUIREMENTS

Valid Oregon State Driver's License with CDL Class B endorsement, or the ability to obtain one within sixty (60) days of appointment.

Oregon Public Pesticide Applicators License, including Ornamental and Turf Herbicide, Regulatory Weed Public Pesticide Applicators and Right of Way, or the ability to obtain one within one hundred and eighty (180) days of appointment.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from High School or have GED equivalency.
- Ability to work legally within the United States.
- Ability to take direction, comply with policy and instructions and work independently without close supervision.
- Must be able and willing to work indoors and outdoors in all types of weather conditions and physical surroundings.
- Ability to wear the required personal protective equipment appropriate for the task.
- Ability to interact well with the public and other employees.
- Any combination of education, experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of equipment, materials and supplies used in grounds and facility maintenance.
- Knowledge of equipment, materials and supplies used in landscaping and grounds maintenance.
- Knowledge of trees, plants, shrubs, lawns and the care and maintenance of them.
- Knowledge of the installation, maintenance and repair of irrigation systems.
- Knowledge of first aid and applicable safety precautions.

SELECTION PROCESS

Application forms are required and must be received at Human Resources Department no later than 4:30 pm on April 8, 2015. Formal application rating on education, training and experience; oral interview and reference check; and job related tests will be required. A successful drug screen, criminal background check and national fingerprint-based record check will be required as a condition of new employment. A pre-employment "Physical Capacity" physical or a "Fit for Duty" test will be required. A new employee is subject to a one year probationary period.

Applications are available from:

City of Newberg Human Resources Department
Online Application at <http://newbergoregon.gov/>
Mail: P.O. Box 970 414 E. First Street
Newberg, OR 97132

The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace

Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.